



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: March 2, 2009
POSITION: Office Technician (Typing) - Permanent Intermittent
SALARY: \$2686 – \$3264
LOCATION: Various – Positions may exist in the following areas:
Oxnard, Pasadena, Orange, Inland, San Diego, Inglewood, Fresno, LA

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

The main function of this position is to assist the Management Services Technicians (MST) in the Calendar/Registration Unit.

- Receives and date stamps incoming Appeals from EDD.
- Receives supplementals from EDD, looks up in CATS to determine case number, locates and pulls case file and forwards for processing.
- Makes copies of file documents to be mailed with the hearing notice.
- Prints and mails notices of hearing, pertinent documents and special instructions to interested parties.
- Receives, logs, and distributes various cases verified by other CUIAB offices. Prepares cases to be shipped out for verification.
- Prints calendar cards and attaches to case file, ensuring case numbers correspond to the case numbers on file and file on shelf.
- Updates party information i.e., address and/or phone number changes, or any additional information. Update party's information in CATS and prints and mails amended hearing notice to parties when appropriate.
- Processes cases that have been converted from hearing in person to phone hearing, copies file, sends out amended notice, if applicable, and updates information in CATS.
- Uses computer to generate legal documents, responds to EDD e-mail inquiries taking appropriate action as required. Operates copy machine and other office equipment. Assists in the mail room, reception, or HUB as needed. Performs other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Office Technician (Typing) list or on an open list, or who are currently in the class of Office Technician (Typing); or other classes within transfer range. SROA and surplus employees will be given first consideration. **Notate on application the location in which you are applying.**

SUBMIT APPLICATION

(Form 678) to: CUIAB Administrative Services, Kim Langan, APA
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT: For more information about this position, contact:
Kim Langan, APA, at (916) 263-0288

FINAL FILING: Continuous

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.